

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive <input type="checkbox"/>					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review					Mail Clerk					NF					0305					01					SN 12-31-01									
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature										Signature																								
Date										Date																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										OPM PCS Mail and File Series, GS-0305 TS-34 Jan 79, TS-27 may 77																								
Signature										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Date										12-31-01																								
23. Position Review										24. Remarks																								
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION**JOB TITLE:** Mail Clerk **POSITION NUMBER** 01-0111**JOB SERIES:** 0305 **PAY LEVEL:** NF-1**Summary of Duties:**

Performs one or a combination of the following duties:

Receives and date stamps all incoming mail, sorts incoming mail by categories, subject matter, and distributes to branches or reroutes to other MWR activities. Maintains control logs for checks and packages received.

Records, controls, and processes mail that requires special handling. Reviews correspondence to determine if control and routing sheets are required. Sorts outgoing mail into a variety of simple and specialized categories.

Prepares outgoing material for mailing. Maintains an up-to-date directory by name, branch, and telephone number. Maintains postal meter. Prepares monthly postage report for postage used and submits to supervisor.

Handles distribution of correspondence for all activities. Makes mail and messenger runs as required.

Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of or ability to learn the procedural instructions and/or postal regulations for the control and processing of a variety of different types of special postal requirements sufficient to process and dispatch various kinds of outgoing materials with different processing procedures. Skill in the operation of mailroom equipment such as envelop opening and sealing machines, date stamper, stamp meters, personal computer, etc. May require a valid state driver's license. Six months of experience is preferred.